



**Town of Hillsborough
Planning Office**
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Transmittal

Date: March 10, 2009

From: Elizabeth S.R. Cullinan, AICP; Director of Building and Planning

To: Governor's Office of Planning and Research; 1400 Tenth Street, Sacramento,
California 95812-3044

Department of Housing and Community Development, 1800 Third Street, Sacramento,
California 95814

RE: General Plan Annual Progress Report

Enclosed please find the Town of Hillsborough's General Plan Annual Progress Report for 2008. The Town of Hillsborough City Council reviewed, held a public hearing and accepted the attached General Plan Annual Progress Report on March 9, 2009.

Please do not hesitate to let me know if you have any questions.

Thank you.

TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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1600 Floribunda Avenue
Hillsborough
California 94010

General Plan Annual Progress Report 2008

Introduction:

Government Code Section 65400 requires that all cities and counties do the following:

- Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan; and
- Submit to their legislative bodies an annual report on the status of the General Plan and progress in its implementation. A copy of the Progress Report must also be sent to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD). The report shall include the status of the plan and progress in its implementation and the progress in meeting its share of regional housing needs, and local efforts to remove governmental constraints to the maintenance, improvement and development of housing.

OPR indicates that the main purpose and most important function of the Progress Report is to provide local legislative bodies with information regarding implementation of the General Plan. The Progress Report should provide a clear correlation between land-use decisions that have been made during the year and goals, policies and implementation programs of the adopted General Plan. Providing a copy of the report to HCD fulfills a statutory requirement to report certain housing information, including the local agency's progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing (as defined in Government Code Sections 65584 and 65583).

Hillsborough is somewhat unique in that there is only one zoning district in the Town and one predominant land use, single-family residences. Therefore, there are not significant decisions related to land uses being made in Hillsborough, as there are in other cities in the State of California.

Agency-Initiated Planning Activities:

- Facilitated preparation of Draft Housing Element;
- Facilitated preparation of a Permit Streamlining Ordinance, including relaxation of second unit processing standards; and
- Participated in Sustainable Hillsborough and Green Building Ordinance Preparation.

General Plan Amendments Initiated by the Public: None

Development Applications Processed:

ADRB APPLICATIONS December	2008		2007		
	month	YTD	month	YTD	Total
New Houses:					
those associated with teardowns	0	16	2	20	20
those on vacant lots	0	1	0	7	7
Total New Houses Approved by the ADRB	0	17	2	27	27
Other Applications Approved by the ADRB	0	45	2	38	38
Administrative Review - Applications Received	6	238	22	294	294
Administrative Review - Approvals	12	217	13	237	237
TOTAL APPLICATIONS APPROVED	12	279	17	302	302

Subdivisions

No subdivisions were processed within this time period.

Housing Information:

State law requires that each planning agency provide an annual report to the legislative body on progress in meeting regional housing needs and requires that the report be provided using forms and definitions adopted by the Department of Housing and Community Development (HCD).

The Town of Hillsborough has made great strides with regard to housing. The Town exceeded its Housing Element goals as well as State requirements for new units. The Town's allocation for the current Housing Element cycle requires planning for 84 new housing units. From 1999 through 2006 Hillsborough planned for 138 new units, and issued permits for 95 new units. Of these permitted units, 49 were second dwelling units having the potential to provide below market levels of housing within the Town. In 2007 and 2008 permits for 36 new units were issued, 27 of which were for second units. The Draft 2009 Housing Element demonstrates that the Town will be able to continue to meet the requirements for planned new units for the 2009 Housing Element cycle.

Additionally, following is a summary of the Town's status with regard to the goals, policies and programs of the 1999 – 2006 Housing Element:

Goal 1 Increase housing opportunities in Hillsborough and surrounding communities.***Policy 1-A Actively participate in meeting the housing needs of the community.***

Program 1-A1 Create an advisory committee to advise and assist the City Council on housing issues. The committee would:

- Work with other communities on cooperative solutions to regional housing problems
- Develop innovative ideas for increasing the availability of housing.

Responsibility: City Council

Time Frame: 2003

Quantified Objective: Not Applicable (NA)

Councilmember Tom Kasten has become part of the San Mateo County Policy Advisory Committee (PAC) to work towards County-wide solutions to affordable housing. Additionally, Planning Staff has served on the sub-regional Technical Advisory Committee (TAC) providing support to the PAC.

Policy 1B Cooperate with other jurisdictions in meeting the housing needs of the Peninsula.

Program 1-B1 Work with nearby communities to explore sub-regional housing needs and solutions.

Responsibility: City Council

Time Frame: Begin cooperative planning, 2003

Quantified Objective: Not Applicable (NA)

The City Council continues their involvement with the Housing Endowment and Regional Trust – San Mateo County (HEART), a JPA which coordinates financial resources of public and private sector entities interested in addressing the regional need of affordable housing. HEART carries the potential to access new funds for housing, leverage funds over the long term, and provide a secure funding source for ongoing affordable housing development. This represents an opportunity for the cities and the county to work together in developing and leveraging funding for affordable housing in San Mateo County. The fact that Hillsborough was one of the first participants is a statement of shared commitment to addressing an issue fundamental to the future of the communities within the county and a belief that more housing goals can be accomplished collectively than can be accomplished individually. HEART was awarded a grant from Proposition 46 funds and the State noted that this was a unique partnership for housing trust funds.

In addition, a Hillsborough City Councilmember, Tom Kasten, serves on the HEART governing board, which includes representatives from the community, businesses, nonprofits, member cities, and the County. He has also served as the Co-Chair of the Legislative Committee of HEART. Councilmember Kasten's involvement at this grass-roots level has allowed Hillsborough to be on the forefront of developing creative housing solutions at a sub-regional level. Councilmember Kasten and Planning Staff also participate in "Affordable Housing Week" and the "Housing Leadership Day" sponsored by the Housing Leadership Council.

The Town of Hillsborough also contributes to the Shelter Network, the San Mateo County Jobs for Youth programs and the Human Investment Project (HIP).

On July 10, 2006 the Hillsborough City Council adopted a Resolution authorizing the Town of Hillsborough to become a member of a Countywide Sub-region for the purpose of administering the Housing Element Regional Housing Needs Allocation (RHNA). The Sub-region was approved by ABAG in September 2006. A Policy Advisory Committee (PAC) comprised of one City Council representative from each of the jurisdictions acts as the governing board of the Sub-region. Additionally, a Technical Advisory Committee

(TAC) comprised of one Staff representative from each of the participating jurisdictions serves in an advisory role to the PAC. The City/County Association of Governments (C/CAG) has been selected to represent the Sub-region. Hillsborough has been and continues to be actively involved in sub-regional efforts.

Program 1-B2 Evaluate and report annually to the City Council on progress in developing cooperative solutions to regional housing problems.

Responsibility: City Council

Time Frame: Annually, 2003-2006

Quantified Objective: NA

Councilmember Kaſten reports on an ongoing basis to the City Council as to the status of developing cooperative solutions to regional housing problems. Additionally, Staff and Councilmember Kaſten are key participants in the Technical Advisory Committee and Political Advisory Committee for the Sub-region who continue to work towards methods of meeting housing requirements and implementing housing programs.

Program 1-B3 Assist the private sector in the normal housing development process in Hillsborough.

The prompt processing of design review applications and building permits has resulted in average construction rates consistent with projected demand for housing in Hillsborough. The Town will continue to assist in the housing development process. Additionally, the processing of Second Dwelling Units is streamlined in that fees are waived and applications are processed administratively without public review.

Responsibility: City Council

Time Frame: 1999-2006

Quantified Objective: 54 Above-moderate Income units

The Town continues to assist the private sector in the normal housing development process in Hillsborough. Residential Design Guidelines were adopted in August, 2004. The Guidelines provide flexibility for designers which assuring conformance to the community's vision and goals for development.

Review and processing times for design review, building permits, and lot line adjustments have continued to meet departmental goals for processing times. The quantified objective for Policy 1B is 54 above-moderate income units. The following table reflects the housing unit construction, based on permits issued for new housing units, for the planning period to date:

HOUSING UNIT CONSTRUCTION, FY 2008

Year	All newly Constructed SFD's	Teardowns		Net New SFD's	2nd units	Total New Units
1999	18	-10		8	0	8
2000	22	-13		9	1	10
2001	20	-16		4	0	4
2002	11	-8		3	2	5
2003	16	-10		6	2	8
2004	20	-13		7	11	20
2005	14	-9		5	10	16
2006	12	-8		4	23	27
Subtotals	133	87		46	49	95
2007	18	-10		8	16	24
2008	17	-16		1	11	12
New Subtotals	168	142		55	76	131

Program 1-B4 Continue Town contributions to San Mateo County homeless and transitional housing programs.

Responsibility: City Council

Time Frame: 1999-2006

Quantified Objective: \$6,600 annual funding.

During the fiscal years from 1999-2006, the Town's total contribution to homeless shelters, transitional housing programs, and affordable housing development totaled \$31,216. The amount of funding has been increasing, however. As of FY 2007, the Town contributed \$14,982 to such programs, of which \$8,912 went to support the Housing Endowment Trust-San Mateo County (HEART).

Policy 1-C Use vacant land on the periphery of Hillsborough to increase housing opportunities.

Program 1-C1 Consider annexations of land adjacent to Hillsborough that permit housing opportunities.

Responsibility: Planning Department, City Council

Time Frame: 1999-2006

Quantified Objective: 8 Moderate Income units.

Although within the Town's boundaries, Staff received a proposal for a 26 lot subdivision and has received inquiries on several other subdivisions.

Goal 2 Provide housing consistent with maintaining the character of the community.

Policy 2-A Allow subdivision of existing vacant lots larger than one acre.

Program 2-A1 Modify the subdivision ordinance to permit subdivision of vacant parcels that are large enough to accommodate two or more half-acre lots, but which cannot meet street frontage or lot width requirements.

Responsibility: City Council

Time Frame: Ordinance change 2002-2003; Units 2003-2006

Quantified Objective: Five Above-moderate Income units

This policy was implemented with a Code amendment adopted on June 9, 2003.

Policy 2-B Use a density bonus to encourage the creation of affordable housing in future subdivisions.

Program 2-B1 Adopt a density bonus ordinance to encourage affordable or senior housing or both.

Responsibility: City Council

Time Frame: Ordinance 2002-2003; units 2003-2006

Quantified Objective: Three Low Income units; three units for Moderate Income seniors

A density bonus was adopted in 2003. The Town has not received any proposals to use the density bonus during the reporting period.

Goal 3 Provide a continuum of housing opportunities for the members of the Hillsborough community in all stages of life.

Policy 3-A Allow board and care and related facilities, especially for elderly residents who wish to remain in the community.

Program 3-A1 As required by state law, continue to allow, board and care facilities for six or fewer residents and transitional housing.

Responsibility: City Council

Time Frame: 2002-2006

Quantified Objective: Four units serving 24 seniors

This policy/program was implemented with a Code amendment adopted on June 9, 2003.

Policy 3-B Permit the renting of rooms in Hillsborough homes to provide additional housing opportunities for single people.

Program 3-B1 Allow the renting of individual rooms in Hillsborough houses.

Responsibility: City Council

Time Frame: Ordinance 2002; units 2002-2006

Quantified Objective: NA

This policy/program was implemented with a Code amendment adopted on June 9, 2003. Additionally, the Town supports HIP which has a shared housing program.

Program 3-B2 Support and promote the shared housing concept.

Responsibility: City Council

Time Frame: 1999-2006

Quantified Objective: Five units housing the Very-low Income

This policy/program was implemented with a Code amendment adopted on June 9, 2003.

Policy 3-C Allow both attached and detached second units within the existing allowable Floor Area Ratio of Hillsborough homes.

Program 3-C1 Modify the zoning ordinance to allow "second units" to be (1) created within existing homes; (2) created by converting existing detached accessory buildings (freestanding cabanas or pool houses); (3) developed as new detached accessory buildings to existing homes; or (4) developed as part of newly constructed single-family residences – either as detached units or incorporated within the main house. It is the intent of this program that overall building size and external appearance (existing or proposed) will not be changed in any major way.

Responsibility: City Council

Time Frame: Ordinance 2002; units 2002-2006

Quantified Objective: Six Very-low Income units, six Low Income units, six Moderate Income units

This policy/program was implemented with a Code amendment adopted on June 9, 2003, which allows, for the first time, second units within the Town. This program has been a big success. In 2008, 13 new legal second dwelling units were approved, for a total of 46 new second units during the Housing Element reporting period and 76 since 1999.

Policy 3-D Allow existing second units to be used for rental housing whether the unit is attached to the main house or is a separate detached unit.

Program 3-D1 Create a process to legalize existing second units.

Responsibility: City Council

Time Frame: Ordinance 2002; units 2002-2006

Quantified Objective: 15 Very-low Income units, 5 Low Income units.

This policy/program was implemented with a Code amendment adopted on June 9, 2003. While no practice exists to confirm whether the second units are used as rental housing, it is common practice that household help and family members reside in these units. A recent survey conducted by the San Mateo County sub-region confirmed that second units are commonly used as affordable rental housing for low income households. (<http://www.21elements.com/Second-Units/View-category>)

Policy 3-E Allow institutions located within Hillsborough to provide housing for employees.

Program 3-E1 Modify the zoning ordinance to permit employee housing on existing institutional properties in Hillsborough.

Responsibility: City Council

Time Frame: Ordinance 2002; units 1999-2006

Quantified Objective: Eight Very-low Income units; six Low Income units; one Moderate Income unit

This policy/program was implemented with a Code amendment adopted on June 9, 2003.

Goal 4 Ensure equal housing opportunities for all.

Policy 4-A Eliminate discrimination in housing based on age, race, color, religion, sex, marital status, national origin, ancestry or occupation.

Program 4-A1 Continue to designate the City Attorney as the appropriate City official to receive and investigate housing discrimination complaints.

Responsibility: City Council

Time Frame: Ongoing

Quantified Objective: NA

This process is ongoing in Hillsborough.

Program 4-A2 Review the Zoning Ordinance to identify provisions that could pose constraints on the development of housing for persons with disabilities, and amend the ordinance as needed to expedite retrofit efforts to comply with the Americans with Disabilities Act (ADA), require ADA compliance in all new development that is subject to ADA, and provide adequate flexibility in the development of housing for persons with disabilities.

This policy/program was implemented with a Code amendment adopted on June 9, 2003. There have been numerous applications approved to add elevators, wheelchair ramps and make other modifications to facilitate access to homes and institutions in Town.

GENERAL PLAN IMPLEMENTATION PLAN

Land Use Element	Responsibility	Timeframe
Action LU 1.1 The ADRB will apply the Hillsborough Residential Design Guidelines when reviewing new construction and significant remodeling.	ADRB, Planning Department	Ongoing
Action LU 1.2 The Town will enforce its Residential Landscaping requirements to maintain the attractive visual character of Hillsborough, as well as to promote water conservation.	ADRB, Planning Department	Ongoing
Action LU 1.3 The Town will enforce its Nuisance Ordinance, which allows for the clean-up of overgrown properties that pose a safety hazard or create a visual nuisance inconsistent with the character of Hillsborough	Code Enforcement	Ongoing
Action LU 2.1 The Town will enforce the Construction Management Ordinance to ensure the timely completion of construction projects.	Building Department	Ongoing
Action LU 2.2 The Town will explore methods to clarify for the public the Town's various development review and construction processes.	Planning & Building Departments	2007-08
Action LU 3.1 The Town will provide for public review and involvement prior to approval of any proposed change to the conditions of a private school permit.	Planning Department	Ongoing
Action LU 3.2 The Town will provide notice to the HCSD when a private school proposes new development or a change to operations so that the District may comment on the proposal.	Planning Department	Ongoing
Action LU 4.1 The Town will continue to utilize its budget planning process to ensure that Town-provided services are maintained at a level that meets the community's needs.	Planning Department	Ongoing

Action LU 4.2 The Town, in cooperation with the HCSD and San Mateo Union High School District, will continue to collect in-lieu fees, as allowed by State law, from new development for the construction of school facilities.	Finance Department	Ongoing
Action LU 4.3 The Town will support the HCSD in the preparation and implementation of its Facilities Master Plan.	Building Department	Ongoing
Action LU 4.4 The Public Works Department will continue to monitor water and sewer distribution and collection lines to determine those needing repair and provide needed repair, as feasible.	City Council, Public Works/Engineering Department	Until Plan is completed
Action LU 4.5 The Town will continue to implement the Recycling of Construction and Demolition Ordinance to minimize the amount of construction debris disposed of in the landfill.	Public Works Director/Recycling Specialist	Ongoing
Action LU 4.6 The Town will continue to contract for the collection of household recycling from each home on a regular basis. When renewing or amending the contract, consideration will be given to the need to meet the State's 50% diversion requirements for solid waste, the ease of pick-up, hours of collection, visual design of recycling containers, location where containers are collected for pick-up and overall cost for recycling collection.	Public Works Director	Ongoing
Action LU 4.7 For Town contracted services, the Town will utilize the contract negotiation process to ensure that the specific needs of the community for various services, such as telecommunications, library and refuse collection, will be met by the selected service provided.	Department Heads	Ongoing
Circulation Element		
Action C 1.1 The Public Works Department will continue to utilize the Pavement Management System to plan for the on-going maintenance of the Town's roadways.	Public Works/Engineering	Ongoing

Action C 1.2 The Police Department will monitor accident reports and complaints to identify locations that are at high risk for accidents. They will work with the Public Works Department to identify and implement appropriate improvements to reduce the incident of accidents.	Police, Public Works/Engineering	Ongoing
Action C 2.1 The Town will work with SM County, the SFPUC and Caltrans to implement feasible improvements at the intersection of Black Mountain Road/Hayne Road/Skyline Blvd. to improve traffic flow or limit the amount of regional cut-through traffic traveling into the Town. Such improvements might include adding a separate eastbound left-turn lane and a separate shared through/right-turn lane. The Town may consider adoption of traffic impact fees to fund the Town's share of improvements.	Police, Public Works/Engineering	2008; The Town may consider adoption of municipal impact fees during the next fiscal year.
Action C 2.2 The Town will work with HCSD through the District's Facility Master Plan process to identify roadway improvements for site access and on-site circulation at the schools, as well as explore and implement traffic control programs to reduce congestion in the area around the public schools. The Town will also work with the District to identify and implement short-term measures, such as providing additional police presence, to address traffic congestion until long-term improvements are made.	Police, Public Works/Engineering	Until Plan is fully implemented
Action C 2.3 The Town will work with the School and local private schools to develop a network for parents to facilitate organizing carpools as well as encouraging safe walking and biking.	Police	Ongoing
Action C 2.4 The Town will identify minimum Levels of Service for intersections and roadways shared with adjacent communities and pursue agreements with adjacent communities to maintain those intersections at the agreed upon Level of Service.	Police, Public Works/Engineering	Ongoing

Action C 2.5 While accepting a lower Level of Service where appropriate, the Town will monitor every 5 years via traffic counts roadway segments or intersections that are operating a LOS D or lower. The Town will explore feasible mitigation measures to reduce congestion at these locations.	Public Works/Engineering	2010, 2015
Action C 3.1 The Town will review all construction plans for conformance with Municipal Code parking requirements.	Planning & Building Departments	Ongoing
Action C 3.2 The Town will update the parking strip requirement.	Public Works/Engineering	2008
Action C 4.1 The Town will coordinate with the School District and other entities to develop "Suggested Routes to School Plans" for all public and private schools in the Town. Plans shall identify all pedestrian and bicycle facilities, and traffic control devices for residents to determine the most appropriate travel routes. The plans shall also identify existing easements for potential use for off-street pedestrian pathways.	Police	Ongoing; annual updates
Action C 5.1 The Town will pursue the creation of an off-street bicycle trail along Crystal Springs Road, consistent with the County's Trail Plan and Bicycle Route Plan. In this effort, the Town will work with current property owners, including the SFPUC, to incorporate the trail into future development along the route. The Town will recommend that the County of San Mateo research identify and compete for available funding to assist with the completion of the trail. Hillsborough will also request the County and C/CAG to study feasible alignments that would avoid negatively impacting sensitive biological resources located along San Mateo Creek.	Planning Department/Public Works/Engineering	With development proposals along Crystal Springs Road

Action C 5.2 The Town will develop a community awareness program to encourage local use of safer bicycle routes, including referring residents to the C/CAG Bicycle and Pedestrian Advisory Committee's bicycle route map. The Town will include bicycle and pedestrian safety and enforcement when developing community awareness programs.	Police	Ongoing
Open Space and Conservation Element		
Action OSC 1.1 The Town will continue to cooperate with the HCSD through their Joint Powers Agreement to maintain the Hillsborough Recreation Department.	City Council, City Manager	Ongoing
Action OSC 1.2 The Town will adopt an ordinance in compliance with the Quimby Act to require new development to provide land dedication and/or in-lieu fees in the amount equal to 3 acres of parkland per 1,000 new residents.	Planning Department	2006
Action OSC 3.1 The Town will evaluate the Tree Removal Ordinance to recognize the need to allow for a system of gradual replacement of important trees as they age to ensure that there is a mixture of healthy trees in the community and that there is not a period during which all of the trees die of old age at the same time.	Planning Department	2008 (<i>under study</i>)
Action OSC 3.2 The Public Works Department will be responsible for maintaining the health of trees on public property as necessary. Trees on private properties should be maintained by property owners.	Public Works/Code Enforcement	Ongoing
Action OSC 3.3 The Town will continue to direct residents to the procedures in the Voluntary Resolution of Disputes Regarding Trees and Views Ordinance to allow neighbors to come to agreement on a balance between the desire for larger trees and preservation of views.	City Manager, Code Enforcement	Ongoing

Action OSC 3.4 The Town will provide information to residents on how to reduce the impact of deer on private property, such as planting vegetation that deer generally dislike and fencing. Residents will be reminded that it is illegal to feed deer and that it poses a risk.	Newsletter	As applicable
Action OSC 4.1 The Town will adopt and implement a Creek Protection Ordinance to ensure that new development does not have a negative impact on creeks and streams.	Public Works/Engineering	2006 (<i>under study</i>)
Action OSC 4.2 The Town will continue to participate in the San Mateo Stormwater Pollution Prevention Program	Public Works/Engineering, Building Department	Ongoing
Action OSC 4.3 The Town will encourage property owners to incorporate water conservation techniques into their landscaping to reduce water usage.	City Council, Public Works, Planning Department, Newsletter	Ongoing
Action OSC 5.1 The Town will continue to enforce the Historic Preservation Ordinance.	Building Department	Ongoing
Action OSC 5.2 The Town will require projects subject to CEQA to analyze impacts to cultural resources per state law.	Planning Department	Ongoing
Action OSC 5.3 The Town will require construction projects to stop if archaeological or paleontological resources are uncovered during grading or other on-site excavation activities.	Building Department	Ongoing
Public Safety Element		
Action PS 1.1 The Central County Fire Department will review plans for all new buildings and major additions and make recommendations for modifications to reduce fire hazard.	Fire	Ongoing

Action PS 1.2 When property owners are not correctly maintaining their property, the Town will implement fire control maintenance measures as needed, provide necessary fire prevention improvements on properties that pose a public safety threat, and pass the costs on to the owners.	Fire	Ongoing
Action PS 1.3 The Town will work with the Central County Fire Department to review and update, if necessary, the Town's and Department's regulations and approach regarding fire protection to ensure adequate fire protection.	Fire	Ongoing
Action PS 1.4 The Town will continue to work with the Central County Fire Department to ensure that regional approaches to fire protection and suppression are implemented in Hillsborough.	Fire	Ongoing
Action PS 2.2 The Town will continue to implement its Hillside Lot Size Ordinance.	Public Works/Engineering	Ongoing
Action PS 2.2 The Town will continue to require construction plans for all new houses to be reviewed by a registered professional engineer.	Building Department	Ongoing
Action PS 3.1 The Town will review all new building plans & substantial renovations for compliance with the UBC and any additional state or federal seismic safety regulations prior to permit approval.	Building Department	Ongoing
Action PS 3.2 The Town will distribute information to residents on emergency procedures in case of an earthquake.	Fire	Ongoing
Action PS 4.1 The Town will continue to participate in the National Flood Insurance Program.	Building Department	Ongoing

Action PS 4.2 The Town will continue to enforce existing ordinances for floodplain regulations, drainage requirements and development standards.	Building, Public Works and Engineering Departments	Ongoing
Action PS 5.1 The Police Department will continue to provide information on crime prevention and community outreach.	Police	Ongoing
Action PS 5.2 The Town will continue to support the Bay Area Air Quality Management District in monitoring air pollutants.	City Council, City Manager	Ongoing
Action PS 5.3 The Town will continue to promote energy conservation by the public and private sectors.	City Council, City Manager, Planning, Building, Public Works Departments; Newsletter	Ongoing
Action PS 5.4 The Town will work with the County to offer a periodic drop-off program for household hazardous waste and distribute information on alternative non-toxic landscaping treatments, especially to the Country Club and schools.	Public Works/Recycling Specialist	Ongoing
Action PS 6.1 The Town will develop a local emergency preparedness plan that identifies a city chain of command, outlines an action checklist and coordinates with the SM County Emergency Operations Plan.	Fire	Ongoing
Action PS 6.2 The Town will provide community awareness and education programs for citizens describing procedures and evacuation routes to be followed in the even of a disaster.	Fire	Ongoing
Action PS 6.3 The Town will conduct periodic drills using emergency response systems to test the effectiveness of the Town's procedures.	Fire	Ongoing

Noise Element		
Action N 1.1 The Town will continue to advocate that noise abatement measures must be taken by Caltrans for Caltrans roadways affecting the Town, whenever feasible.	Public Works/Engineering	When applicable
Action N 1.2 The Town will continue to enforce the Noise Ordinance, Response to Unruly Gatherings Ordinance and Toy Ordinance.	Police	Ongoing
Action N 1.3 The Police Department will continue to enforce the California Vehicle Code pertaining to noise standards for cars, trucks, and motorcycles.	Police	Ongoing
Action N 2.1 The Town will continue to participate on the Airport/Community Roundtable and coordinate with the SFO Airport Land Use Commission and SFO's Aircraft Noise Abatement Office.	City Council, City Manager	Ongoing
Action N 2.2 The Town will cooperate with the Comprehensive Airport Land Use Plans' requirements for review of proposed land use policy actions within land influenced by airports.	Planning Department	When applicable